**ODUWOLE SHAKIRAT FUNMILOLA**

**ADDRESS: 35**, Akinola Street, Pencinema, Agege, Lagos State.

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**MOTIVATION::** The satisfaction of both internal and external associates in the discharge of my professional duties and reward system based on value added. A system that is committed to the continuous quality service and product delivery by focusing on, among others, employees’ continuous skill improvement.

**SKILLS::**

* Ability to work under pressure and tight reporting schedule
* Good interpersonal skills with ability to work efficiently in a team
* Integrity, tactfulness and transparently honest
* Excellent oral and written communication Skills
* Self-motivation and target oriented
* Operating System of MS-DOS and Window XP
* Application Programmers: Microsoft Outlook
* Excellent use of Microsoft Word / Excel

**PERSONAL DATA:**

* **Date of Birth:** 12thMay 1992
* **Sex:**  Female
* **Place of Birth:** Lagos
* **Marital Status:** Single
* **State of Origin:** Ogun State
* **L.G.A:** Ijebu North East
* **Nationality:**Nigerian
* **Religion:** Christian

**EDUCATION:**

* **Wamy International School. 2002**

Ojodu Berger, Lagos

Primary Education

* **Barachel Model College.**

**2008**

Iju, Lagos State

Secondary School Leaving Certificate

* **Diploma in Desktop Publishing.** **2008**
* **Olabisi Onabanjo University. 2013**

Ago Iwoye, Ogun State

Banking and Finance B.sc

* **National Youth Service Corps.**  **2015**
* **Graduate member Instituite of Customers Relationship Management**. 2015

**RELEVANT EXPERIENCE:**

**&POSTION:**

* **Women Centre for Continuing Education, Sokoto State ( NYSC)**

Coordinating Office. 2015

* **Deenland International School**. 2015 - 2016

Bariga, Lagos.

Teaching Staff.

* Teaching various arms of secondary students
* Interacting with active and prospective students
* Monitoring and supervising exams
* Coordination of Corp members.
* **3LCInovate Energy Limited.** 2016-2017

HR/Customer Service Rep.

* Promotes company's product and encourage sales from existing customers.
* Checking/following up on customers
* Keep employees records, basic office documents and queries.
* **Penvic Ventures.** 2017-2019

Maryland, Lagos.

Admin officer/HR.

* Provides admin support and manage queries
* Manage stock, expenses, submit invoices and follow up with customers.
* Ensures transactions are properly recorded and entered into the spreadsheet.
* Receives and make calls on behalf of the company.
* Manage the filing, storage and security of office documents and equipments.
* **Katawa Properties Limited.** 2020 - 2021

Shogunle, Lagos.

Receptionist.

* Answering, screening and receiving incoming calls.
* Sorting correspondence and updating records and files.
* Directing visitors to the appropriate offices.
* Arrange travel and accommodations and prepare vouchers.
* Receive, sort, send and reply daily mails and deliveries.

**REFEREES:**

* On Request.